

**Appendix 22**

**Example**

Date

Owner

Address

City, WA ZIP

RE: Access Connection Permit XXXXX  
SR XXX, MP X.XX RT

Dear "Owner:"

This letter approves your request for a Category I road approach to serve your residential parcel of land at the above-referenced location. Current regulations mandate that this connection be improved to WSDOT standards. Please see the attached Exhibit "C" for construction and paving details.

In order to complete this permit, please submit the following materials to our office within 30 days:

- The two (2) signed copies of the permit
- A surety bond in the amount of \$X,000

We will then fully execute the permits and return one to you for your records. Your permit will become effective the day that it is signed by the Washington State Department of Transportation.

If we can be of any assistance, please contact "WSDOT representative" at (XXX) XXX-XXXX.

Sincerely,

Approving authority's name

Title

cc: Area Maintenance

File: AC permit

**EXAMPLE**

DATE

OWNER  
ADDRESS  
CITY, STATE ZIPCODE

**SUBJECT:** STATE ROUTE MILEPOST RTE.  
ACCESS CONNECTION PERMIT NUMBER

Dear "OWNER:"

Enclosed is the fully executed copy of the referenced access permit for constructing and maintaining a driveway for a (PROPOSED LAND USE). Also attached is a copy of the \$XXXX.XX Surety Bond No. XXXXX with (NAME OF SURETY BONDING COMPANY) for your records.

Please note that it will be necessary to hold a pre-construction meeting with our (LOCATION) Maintenance Office prior to commencing any construction activity for the subject driveway. Please contact (WSDOT REPRESENTATIVE) at (XXX) XXX-XXXX to arrange for this meeting.

The construction of this facility should start within 90 days and be completed within 120 days of issuance of this permit. If an extension is needed, please contact our office.

If you have any questions or need additional information, please contact (WSDOT DEVELOPMENT SERVICES REPRESENTATIVE) at XXX-XXX-XXXX of our Developer Services section.

Sincerely,

Approving Authority's Name  
Title

cc: Maintenance Area MS

Enclosure

## INSTRUCTIONS

Prior to constructing or reconstructing an approach to a State Highway in the State of Washington you are required by RCW 47.32 to obtain a permit from the Department of Transportation. The permit must be in the name of the property owner where the approach is located. No work is authorized on the approach until a permit has been granted and fully executed by both the Department and the property owner.

To assist in processing your request, please fill out the application completely and include all of the following data:

1. Legal description of your complete parcel, including the county tax parcel number, and described to at least the 1/16 Section (quarter of the quarter).
2. Proof of property ownership or easement (e.g. copy of County Property Tax Statement, Real Estate Contract, Warranty Deed, etc).
3. Description of intended use of the property AND a site plan.
4. One or more of the following:
  - a. Approved building permit.
  - b. Approved short plat or subdivision.
  - c. Environmental clearance or approval.
  - d. Any other approvals obtained.
5. Drainage plan with calculations, if available.

The location of the proposed approach shall be marked in the field in order to assist the Department's personnel in their review.

The Department prefers that no direct access to a State Highway be provided if the parcel has access to another road. We encourage adjacent properties to obtain a joint permit for access to a common point.

Because of the increased traffic on all State Highways, we are reviewing each approach application and may recommend that the approach location be moved to provide the safest location for both the applicant and the traveling public.

If you have any questions please call Olympic Region Development Services in Tumwater at (360) 357-2644.

### WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

\* \* \* \* \*

- **Send the completed application and additional data to the Department of Transportation at the address indicated below:**

**W.S.D.O.T. – Olympic Region  
Development Services  
P. O. Box 47440  
Olympia, WA 98504-7440**

